



THE COMMONWEALTH OF MASSACHUSETTS
Department of Agricultural Resources
**State Reclamation and
Mosquito Control Board**
251 Causeway Street, Suite 500
Boston, MA 02114-2151
<http://www.mass.gov/agr/mosquito/index.ht>



MITT ROMNEY
Governor

STEPHEN R. PRITCHARD
EOEA Secretary

KERRY HEALEY
Lt. Governor

DOUGLAS P. GILLESPIE
MDAR Commissioner

Mark S. Buffone, Chairman
Department of Agricultural Resources
Charlie M. Burnham
Department of Conservation & Recreation
Gary P. Gonyea
Department of Environmental Protection

Donna Mitchell
Projects Administrator
Tel: (617) 626-1715
Fax: (617) 626-1850

State Reclamation and Mosquito Control Board (SRMCB)

Statement of Roles and Responsibilities Of Commissioners

Introduction

Pursuant to Chapter 252 of the Massachusetts General Laws (IMPROVEMENT OF LOW LAND AND SWAMPS), the State Reclamation and Mosquito Control Board (referred to hereafter as SRMCB) oversee mosquito control in the Commonwealth of Massachusetts.

As part of this oversight mandate, the SRMCB appoints mosquito control district or project commissioners. **Commissioners appointed or re-appointed are legally charged with the responsibility to carry out, follow, and oversee mosquito control improvements in such a manner as the SRMCB may approve.**

Pursuant to its statutory authority, the SRMCB has established nominal duties and functions for all mosquito control district and project commissioners.

Duties and Functions

Commissioners:

1. **Employ** a suitable person through an appropriate process such as a director, manager, or superintendent to handle the day-to-day responsibilities of the mosquito control district or project who work under the direction of the Commission.

Statement of Roles and Responsibilities Of Commissioners

2. **Review and evaluate** the performance of the mosquito control district or project director, manager, or superintendent using some form of standard measurement mechanism such as the state Employee Performance Review System (EPRS) including but not limited to program planning and implementation, management of the mosquito control district or project and its personnel, technical mosquito control knowledge and experience, education, security plans for pesticides, equipment, and vehicles as well as relations with the SRMCB , Mosquito Control Commission, and general public.
3. **Govern** the mosquito control district or project by establishing policy, goals, objectives, and priorities to ensure the successful operation of the program within its identified geographic area.
4. **Adopt** administrative and procedural rules including but not limited to election of Chairperson, and a Secretary, for the purpose of holding meetings, filing notice of meetings with the Secretary of State and Executive Office of A & F, recording and electronic submission of minutes, approving payment accounts, vouchers, and preparing annual reports.
5. **Acquire** sufficient resources and determine annual costs to pay for expenses of administration, improvements, maintenance, and overall operations of the mosquito control district or project.
6. **Approve** the mosquito control district or project budget and assume financial responsibility through oversight of all expenditures of budget funds, as well as provide fiscal accountability concerning all state mandated fiscal policies and procedures.
7. **Support** on behalf of and represent the mosquito control district or project regarding universally and environmentally accepted best management mosquito control practices that result in the successful control of mosquitoes for the purpose of protecting and promoting the public health, comfort and economic development.
8. **Oversee** the contracting, purchase, maintenance, security, and operation of machinery, equipment, and consultants necessary or useful in the control of and study of mosquitoes.

Statement of Roles and Responsibilities Of Commissioners

9. **Regularly** attends meetings and important related meetings such as SRMCB, municipal, and general public meetings.
10. **Makes** a serious commitment to participate actively in the mosquito control district or project effectiveness and performance.
11. **Stays** informed about mosquito control issues, prepares themselves well for meetings, and reviews and comments on budgets, meeting minutes, reports, and vouchers.
12. **Makes** effort to reach out and listen to all citizens within the mosquito control district or project to enhance and promote a positive public image regarding mosquito control practices that are effective and environmentally acceptable.
13. **Communicates** with the SRMCB, municipal authorities, other governmental entities and the general public through computer and other communication skills.
14. **Travels** occasionally to conferences or meetings outside of the mosquito control district or project geographic area.

I, (please sign) _____ understand and agree to meet the roles and responsibilities listed above, to the best of my ability, as well as carry out, follow, and oversee mosquito control improvements in such manner as the SRMCB may approve should I be appointed or re-appointed as a Mosquito Control Commissioner.

Note: Submit original with two (2) copies.

Note: This statement of roles and responsibilities may be amended or revised as needed by the SRMCB to ensure that Massachusetts Mosquito Control Districts/Projects Commissions carry out their mandate efficiently and effectively in the best interest of the public.